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Business Enterprise Program

For Minorities, Females, and Persons with Disabilities



Certification Workshop



Special Programs



Business Enterprise Program

For Minorities, Females, and Persons with
Disabilities



Veteran Business Program

Service Disabled Veteran &
Veteran Owned Small Businesses

Business Enterprise Program (BEP)



- Promotes the economic development of businesses owned by minorities, women and people with disabilities and supports their participation in the State's overall procurement process as both prime and subcontractors
- State agencies and universities have a goal to buy at least 20% of goods and services from BEP certified businesses

Vendor Requirements

- The business is at least 51% owned and controlled by a minority, woman or disabled person
 - *Control of day to day functions of the business, decision making, knowledge....*
- The owner is a citizen of the United States or resident alien
- The annual gross sales of the business is under \$75 million

BEP & VBP CERTIFICATION ARE...



AND PAPERLESS/ELECTRONIC

DID YOU KNOW???

The State of Illinois purchased \$38 BILLIONS of dollars
in products and services over the last fiscal year.

In FY 2017 BEP endeavored to spend
\$617 MILLION

\$180 MILLION

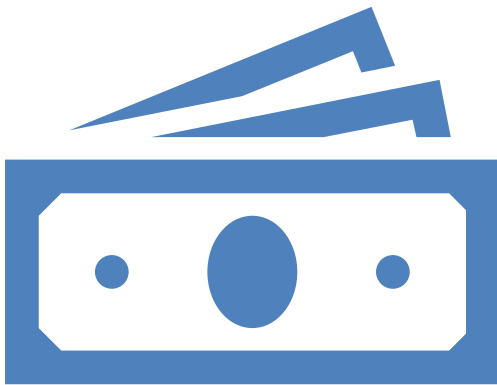
went to non-BEP vendors *due to a lack of certified BEP vendors*

From 2013 through 2018 the State of Illinois spent:

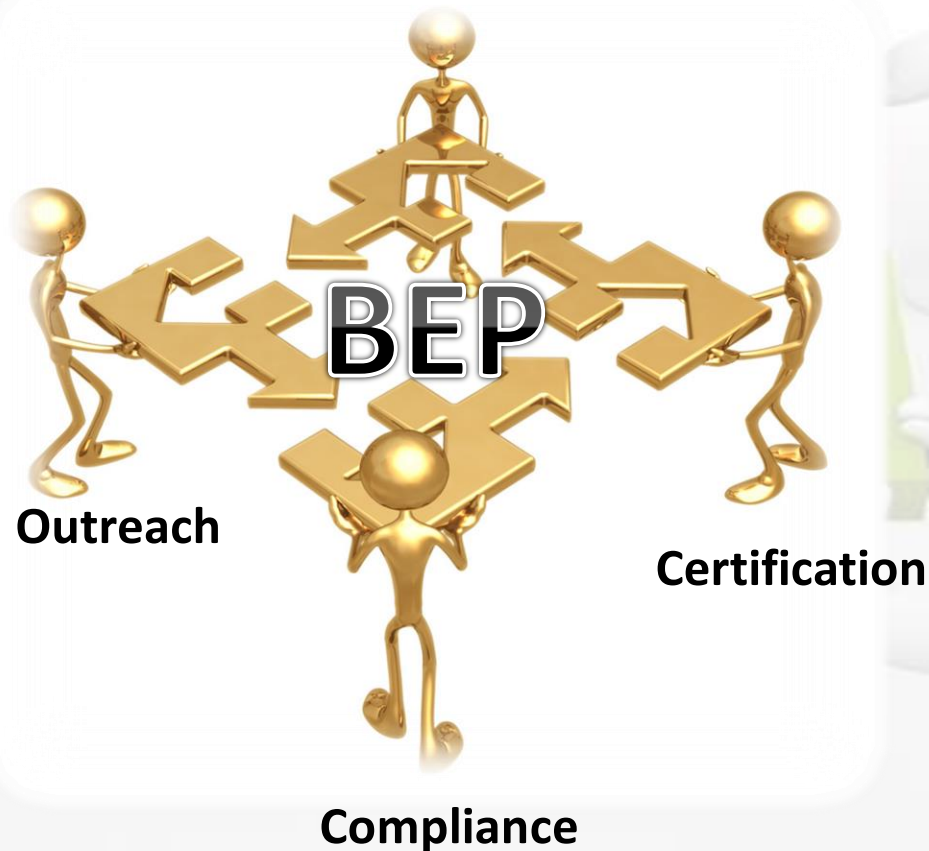
- **\$6.7 BILLION in Construction Industry**
- **\$2.1 BILLION in Information and Technology**
- **\$7.7 BILLION on Professional Services**
- **\$35 BILLION in the Health Industry**
- **\$1.7 BILLION on Equipment & Commodities**
- **\$96.7 MILLION on the Food Industry**

Could your business have benefitted from these contracting opportunities?

**APPLY NOW to be certified as a
Woman, Minority, or Person-with-Disability-Owned Business
IT IS FREE OF CHARGE!**



Components of the Business Enterprise Program





CHIEF PROCUREMENT OFFICE

Illinois Procurement Gateway

[Home](#)

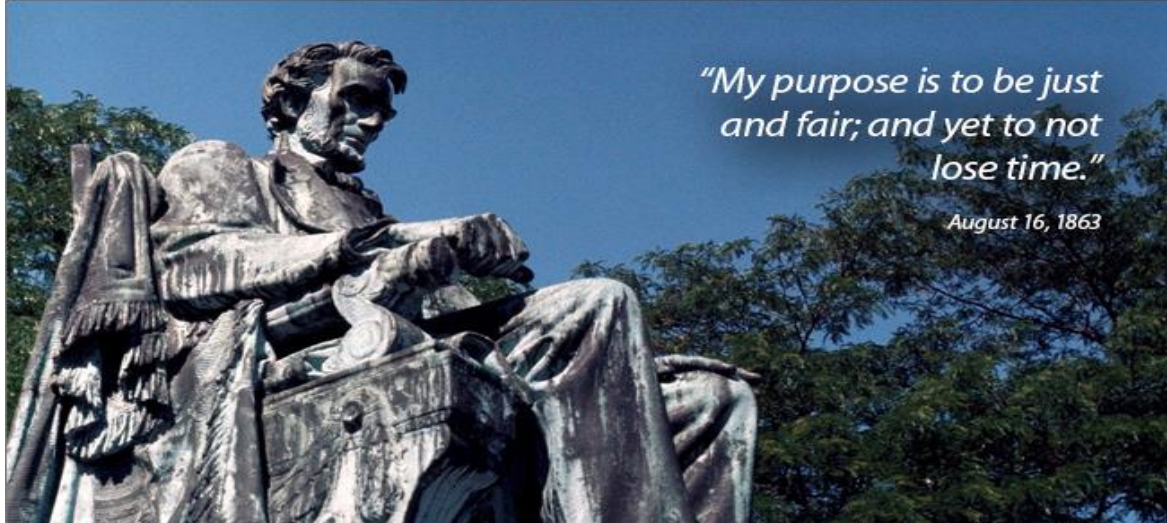
[IPG FAQs](#)

[Chief Procurement Offices](#)

[Rules & Statutes](#)

[Reports](#)

[Links](#)



[IPG Vendor Registration](#)

[IPG Registered Vendor Directory](#)

[Outreach](#)

[Contact Us & Support](#)

[Training and Events](#)

[Forgot Password](#)

[Help/First Time Visitors](#)

Illinois Procurement Gateway

The State of Illinois Chief Procurement Office is pleased to welcome you to our Illinois Procurement Gateway (IPG) for the streamlined process of Vendor Enrollment and Registration.

The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement.

The State uses information submitted through the IPG to prequalify vendors in advance of submitting bids and offers for contracts. Upon satisfactory enrollment, vendors will receive a registration number that may be used in place of paper submission of required forms.

The system includes the following key features:

- Automated online vendor registration
- Online directory of registered vendors with search capabilities
- Elimination of the need to submit multiple paper-based forms

System Access Login

Username:

Password:

☐ Remember username

Login

<https://ipg.vendorreg.com>

Finding Opportunities with the State of Illinois

IPBs



www.purchase.state.il.us



Illinois Department
of Transportation

www.dot.il.us



CAPITAL
Development
BOARD

www.illinois.gov/cdb/



Illinois Public Higher Education
Procurement Bulletin

www.procure.stateniv.state.il.us



www.illinoistollway.com

You do not have to be BEP certified to bid on contract opportunities!

Illinois Procurement Bulletin Boards

Register to receive electronic notifications and download postings from procurement bulletin boards

- Registration is not necessary to browse the site, registrations is required to download solicitations and to receive e-mail notifications for all solicitations, addendums, and award notices.
- Notification emails sent based on business related commodity codes
- *More than one person within a company should register*



Pathway to Procurement

Chief Procurement Offices



Illinois Executive Ethics Commission

[Home](#) [Procurement Bulletins](#) [Chief Procurement Offices](#) [Illinois Procurement Gateway](#) [Helpdesks](#)



The State of Illinois' General Services Office is pleased to introduce its new eProcurement System! BidBuy is designed to streamline service, increase efficiency, reduce cycle times and transaction costs, improve availability of information and modernize the tools and resources available to incorporate best practices in Illinois procurement.

To get started, take a look at our BidBuy Video Demos and BidBuy Manuals, below. These will help to make registration in our new system easy and fast!

Video #1

How to Register
in BidBuy

Video #2

Seller
Administrator
Role

Video #3

How to Register
for IPG Vendors
Only

BidBuy

Vendor
Registration
Manual

BidBuy

Vendor Seller
Manual

BidBuy

Vendor Seller
Administrator
Manual

The Process...

**Register with Illinois Procurement
Bulletin Boards**



Apply for certification with CMS Programs @



Illinois Department of Central Management Services



Accountability. Efficiency. Service.

About CMS ▾ For Employees ▾ For Agencies ▾ For Business ▾ For Local Government ▾ Work4IL ▾ Client Relations ▾

CMS ▸ [Doing Business with Illinois](#) ▸ [Sell 2 Illinois](#) ▸ [Business Enterprise Program \(BEP\)](#) ▸ [Vendor Registration](#)

Vendor Registration

Business Enterprise Program (BEP)

BEP assists businesses owned by minorities, women and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

Program Eligibility:

- The business is at least 51% owned and controlled by a minority, woman, or person with disabilities ([30 ILCS 575](#))
- The owner must be a citizen of the United States or legal permanent resident alien
- Annual gross sales of less than \$75 million

How can I apply?

1. [Full BEP Certification Application Process](#)
 - Approved certification is valid for 5 years with an annual No Change Affidavit process

2. [Recognition Certification Application](#)

BEP has agreements with the following agencies and is able to accept certifications from any of the following entities:

- City of Chicago
- Chicago Transit Authority (CTA)
- Illinois Department of Transportation
- METRA
- PACE
- Cook County
- Chicago Minority Supplier Development Council
- Mid-States Minority Supplier Development Council
- Women's Business Development Center
- Recognition certification is valid for 1 year

Eligible businesses may be certified in one or more of the following programs: Business Enterprise Program, Veterans Business Program, and Small Business Set-Aside Program.

Business Enterprise Program Act:

- [30 ILCS 575](#)
- [30 ILCS 575/2](#)

BUSINESS ENTERPRISE PROGRAM (BEP)

Vendor Registration

[Veteran-owned Businesses](#)

[Contract Opportunities](#)

[Vendor Search](#)

[Business Resources](#)

[Business Enterprise Program Council](#)

[Business Enterprise Program Annual Reports](#)

[Vendor Payment Program](#)

[Contact Us](#)

[Workshop Registration](#)

[Reports - BEP and BEP Council](#)

[Frequently Asked Questions](#)

[BEP COUNCIL COMMITTEES](#)

[Archived BEP Council Meeting Agendas and Minutes](#)

[Events Calendar](#)

BEP Certification Portal

Portal Sign-In

BEP and/or VBP Certification

Search or join our database of registered and/or certified vendors

BEP and/or VBP Certification Directory

Apply for BEP and/or VBP Certification

State Use - Sheltered Workshop Certification

SWS Certification Directory

Apply for SWS Certification

Search the IPG Vendor Directory

[Illinois Procurement Gateway \(IPG\) Registered Vendor Directory](#)

System Training

Learn how to fully utilize our system with a live trainer

See Online Training Times

NIGP Code

The **NIGP Commodity/Services Code** is an acronym for the National Institute of Governmental Purchasings' Commodity/Services Code. The NIGP Code is a coding taxonomy used primarily to classify products and services procured by state and local governments in North America.

Having the all the correct and NIGP codes will ensure you receive notifications on contracts including the NIGP codes you listed in the procurement bulletin registrations and in your certification.

NIGP Commodity Code Search

Search by Commodity Code

Commodity Codes

Click to Lookup Commodity Codes

Search Commodity Codes

Click any **Add** link to select a code. You can also search again, sort the list, or click **Browse Codes** to browse through the entire code list. If multiple codesets are available, you can change the selected codeset in the drop down list under the search box. Click **Browse Codes** to view the code set list. When finished, click **Finish** to close this panel.

Food

Search

Browse Codes

Finished

NIGP: National Institute of Governmental Purchasing ▼

To sort, click column title.

| Actions | Code Type | Code | Code Description |
|---------------------|---------------------------|----------------------|---|
| Add | NIGP | 03764 | Replicas: Food, Fruit, etc. |
| Add | NIGP | 04521 | Cooking and Food Preparation Utensils, All Types, Household |
| Add | NIGP | 04551 | Mixers, Food, Household |
| Add | NIGP | 07059 | Trailers, Custom: Personnel, Food Service, Equipment, Refrigerated, etc (Effective 1-1-06 this item has been inactivated, refer to Class 071, 072 and 073), |
| Add | NIGP | 11026 | Conveyor, Food Processing: Neoprene, Plastic, and Rubber (Inactive, effective January 1, 2016) |
| Add | NIGP | 16502 | Blenders, Food Cutters, and Mixers |
| Add | NIGP | 16516 | Cold Packs (For Use in Keeping Food Items Cold) |
| Add | NIGP | 16530 | Dispensers: Aluminum Foil, Plastic Wrap, Food Service Gloves, etc. |
| Add | NIGP | 16544 | Food Containers, Stainless Steel, Vacuum Type |
| Add | NIGP | 16545 | Food Containers, Storage, Commercial Use |
| Add | NIGP | 16546 | Food Serving Dinnerware (Not Otherwise Classified) |
| Add | NIGP | 16547 | Food Carts and Cafeteria Serving Units Including Steam Tables |

Business Enterprise Program Certification Forms

Full Certification

BEP/VBP have 60 days to
determine eligibility

No Change Affidavit

Recognition Affidavit

**Let us know if you are
looking to bid on an
existing contract for us to
consider expediting your
application**

BEP Full Certification Checklist

☐ APPLICATION MUST BE SIGNED BY AN AUTHORIZED OFFICER OF THE FIRM AND NOTARIZED

☐ Real Estate Agreement(s) Lease, Deeds to Property, or Tax Bill, Including Home-Based Businesses and any warehouse rental

☐ Current License(s) (All Applicable Business and Professional Licenses)

☐ MBE/DBE/WBE/PBE or SBA 8A Certification(s) or Denial(s) or Statement of None (if applicable)

☐ Evidence of Citizenship/Residency/Legal Permanency for all Owners

☐ Evidence of ethnicity (Per 49 CFR Part 23) for all Owners

☐ Resumes (of Work History including **Dates and Responsibilities**) for all Owners, Officers, Management Employees and Supervisors/Foremen

☐ Title(s) of Automotive Equipment All Vehicles Used for Business Purposes or Leased through the Business (if applicable)

☐ Equipment Lease Agreement(s) and/or Inventory of Equipment, include firm office equipment

☐ Bank Signature Cards and For Corporations, Bank Resolutions

☐ Proof of Contribution(s) by all Owners to Acquire Stock in Firm or Start-Up Capital (i.e., Cancelled Checks, Signed Loan Agreements), bank statement, promissory notes)

☐ Proof of Purchase and or Buy-out Signed Agreement(s)

☐ **Most Recent** Financial Statement include Balance Sheet (Assets and Liabilities)

☐ **Most Recent** U.S. Federal Corporate and or LLC Partnership Income Tax Return for firm and all **Affiliates** ownership (Including all Attachments and Schedules)

☐ **Most Recent** U.S. Individual Federal Income Tax Returns for all Owners (Including all Attachments and Schedules)

☐ Copies of W-2 forms or 1099's for **Past Three (3) Years** for all Owners and Officials

☐ Copies of All **Signed** Loan Agreements and Line of Credit Agreements (if applicable)

☐ Cover Page and Executed Signature Page of past **three** completed Projects/Contracts, Purchase Orders and or Invoices

For the following sections attached the appropriate documents based on your business structure

II. CORPORATIONS must also include these documents:

- ☐ Articles of Incorporation (front & back pages) (Note: Firm must be in Good Standing)
- ☐ By-Laws of Corporation
- ☐ Copies of **All Stock Certificates**, Issued and Cancelled (Front and Back) and Stock Ledger
- ☐ Minutes of **First** Stockholder's Meeting and/or Corporation's Organizing Minutes
- ☐ Minutes of **First** Board of Director's Meeting
- ☐ Most Recent Minutes of Stockholder's Meeting Where the Current Board Members Were Appointed
- ☐ Most Recent Minutes of Board of Director's Meeting Where the Current Officers Were Appointed
- ☐ For firm's not incorporated in Illinois, contact the Secretary of State office for authorization to transact business in Illinois at; www.cyberdriveillinois.com/services/home.html

III. LIMITED LIABILITY COMPANIES (LLC'S) must also include these documents:

- ☐ Articles of Organization (front & back pages)
- ☐ Operating Agreement

IV. SOLE PROPRIETORSHIPS must also include:

- ☐ Assumed Name Certification

V. PARTNERSHIPS must also include these documents:

- ☐ Partnership Agreement
- ☐ Assumed Name Certification or Certificate of Limited Partnership

VI. PERSONS WITH DISABILITIES BUSINESS ENTERPRISE:

- ☐ PBE Addendum

VII. SDBA; W-9; IDHR FORMS:

- ☐ SDBA Form
- ☐ W-9 Form
- ☐ IDHR Form

Note: Applicant may be asked to supply other documentation include prior year's income tax information, if necessary)

PLEASE PLACE ALL DOCUMENTS IN THE ORDER THAT THEY ARE LISTED ABOVE AND RETURN TO:

Illinois Department of Central Management Services
Business Enterprise Program
100 W. Randolph, Suite 4-100
Chicago, IL 60601

If you have any questions please call us at (312) 814-4190 or (800) 356-9206; for the hearing impaired, please call the Illinois Relay Center at (800) 526-0844.

Note: If you need assistance completing this form, please register for the Monthly Business Enterprise Program Certification Workshop. Registration form can be printed from the web site www.sell2.illinois.gov. Classes are free; registration is required for all attendees.

Certifications Recognized by Central Management Services



IDOT



Cook County



City of Chicago



Chicago Transit Authority



Pace Bus System



Metra Train System




Women's Business
Development Center



Minority Supplier
Development Council

NOTE: BEP Recognition Certification is not reciprocal with these entities

Required items for Recognition Certification

- 
- IDHR bidders number (If Applicable)
 - Federal Tax ID Number (W-9)
 - Letter of Certification from Host Agency
 - Notarized BEP Recognition Certification Affidavit
 - Most Recent Federal Income Tax Return

Agencies that Recognize BEP Certification



FEDERAL RESERVE BANK of CHICAGO



THE UNIVERSITY OF
Chicago

chicago park district



McCORMICK PLACE
CHICAGO



**Public Building
Commission** of Chicago

CHANGE.
CHICAGO HOUSING AUTHORITY



CITY COLLEGES OF CHICAGO



BOYDGAMING



Small Business Set-Aside Program (SBSP)

REGISTER NOW!

Under certain conditions, the Chief Procurement Office requires state agencies to purchase only from qualified Illinois small businesses. If a state agency is making a one-time procurement below \$80,000 (\$100,000 if construction) OR procuring in any of 673 product/service categories at any dollar amount, then the state agency will only solicit offers from SBSP vendors. The SBSP shelters Illinois' small businesses from competing with large businesses for state awards and contracts. The State's goal is to award 10% of state contracts to qualified small businesses in Illinois.

By registering in the SBSP, you are giving your business the opportunity to win a state contract. In Fiscal Year 2016, state agencies awarded over \$96.8 million to SBSP vendors. Thank you for continuing to be a major creator of new jobs and the engine for our state's economic growth.



What is a "Small Business"?

A small business means one that is independently owned and operated, is not dominant in its field or operation, and meets the required size status and the following sales limitations:

- *No WHOLESALE business can exceed \$13 Million in annual sales.
- *No RETAIL business can exceed \$8 Million in annual sales and receipts.
- *No CONSTRUCTION business can exceed \$14 Million in annual sales and receipts.
- *No MANUFACTURING business can employ more than 250 persons.

What are you waiting for?

Applying for SBSP is part of registering in the IL Procurement Gateway (IPG) at <https://ipg.vendorreg.com>.

Questions? Please email us at eec.smallbusiness@illinois.gov

Veteran Business Program

State agencies and universities are encouraged to spend at least 3% of their procurement budgets with certified veteran owned business



OPPORTUNITIES.ILLINOIS.GOV



Veteran Recognition Certification



**Center for Veteran Enterprise (CVE)
SDVOSB/VOSB**



**Veteran Business Enterprise (VBE)
Service Disable Veteran Business Enterprise**

Additional Resources

Small Business Development Center



www.asbdc-us.org

Procurement Technical Assistance Center



www.Aptac-us.org

U.S. Small Business Administration



Your Small Business Resource

www.sba.gov

To find out more about SBDC's, call **1-800-252-2923**

Or visit: <http://www.illinois.gov/dceo/SmallBizAssistance/BeginHere/Pages/SBDC.aspx>

thank you!

ANY
QUESTIONS
?



Illinois Department of Central Management Services

CMS

For additional assistance please contact:

Irma Lopez

312-814-7012

Irma.Lopez@illinois.gov

or

BEP help desk 312-814-4190 / 1-800-356-9206

e-mail BEP.CMS@illinois.gov



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